

**NAUGATUCK VALLEY COMMUNITY COLLEGE
FINANCIAL AID ASSISTANT
Community College Professional 14
12-month Tenure Track Position**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: The Public

Location: Naugatuck Valley Community College

Salary: \$41,901 approximate annual, plus excellent medical insurance, retirement & related fringe benefits

Closing Date: March 26, 2013

Anticipated Start: Spring 2013

MINIMUM QUALIFICATIONS:

Associate's degree in an appropriately related field together with two years of related experience.

RESPONSIBILITIES:

The Financial Aid Assistant assists in the operation of a program of financial assistance to students at the College. The College attracts students with varying financial circumstances and provides grants, loans and work-study jobs as an important element in making it possible for students to enroll. The Financial Aid Assistant is accountable for participating and assisting in the accurate and proper distribution of financial assistance to the College's eligible students. The includes such tasks as: interviewing students, prospective students and parents to explain the process of applying for financial assistance; preparing or assisting in the preparation of applications for assistance, including verification, "c" flags and rejects; monitoring academic performance of aid recipients according to our Satisfactory Academic Progress policy. May train and lead student and clerical workers

Application Instructions:

For complete application instructions, please go to the Naugatuck Valley Community College website at <http://www.nv.edu/newsevents/employment.shtml>

All employment, if offered, is contingent upon proof of citizenship or employability under the requirement of the Immigration Reform and Control Act of 1986 (IRCA).

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.